



WASHINGTON STATE BOARD OF EDUCATION

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Providing leadership, support, and advocacy, through policy, so that each student achieves success in school and life

MEMORANDUM

DATE: April 3, 2002

TO: Educational Service District Superintendents
Chief School District Administrators
Secondary High School Principals
High School Guidance Counselors
Higher Education Coordinating Board
State Board for Community and Technical Colleges
Washington Council for High School College Relations
Other Interested Parties

FROM: Bobbie May, President, State Board of Education
Larry Davis, Executive Director, State Board of Education

SUBJECT: REVISED ACCREDITATION RULES

At its March meeting, the State Board of Education adopted revised rules for accreditation of schools that choose to use the Board's process. The following changes apply to all districts:

- ✓ Starting with school year 2003-2004, School Districts will be required to assure that each school in their districts has school improvement plans/processes (SIP) in place by noting this assurance on the Minimum Basic Education Requirement Compliance Report (Form SPI 1497).
- ✓ Data-driven School Improvement Plans/Processes that promote a positive impact on student learning, are based on the characteristics of effective schools as identified by OSPI, and are reviewed annually for implementation progress under an approval process determined by the district board of directors. (Please refer to the State Board of Education website (www.sbe.wa.gov) for a copy of the revised rules.
- ✓ Once the improvement plans/processes are in place, schools may apply for voluntary accreditation through the State Board process. The option to go through the Northwest Association of Schools, Colleges, and Universities (NASCU) process for accreditation is still available.
- ✓ Once the application has been received, a visiting team will come to the school to review the plan and the process that led to its development.
- ✓ Schools will be accredited for six years with a report of progress at the end of the third year.

At the present time, if a school in your district is accredited through the State Board Process and that accreditation has just lapsed or is about to lapse, upon written application the State Board may grant an extension for one year, possibly renewable for an additional year.

If you have any questions regarding the changes or the process, contact Pat Eirish(360-725-6030; peirish@ospi.wednet.edu).

WAC 180-16-002 Purpose and authority. (1) In support of improving student learning and growth, the purpose of this chapter is to establish the policies and procedures for state board of education approval of school district programs for entitlement to state basic education allocation funding.

(2) The authority for this chapter is RCW [28A.150.220](#)(4).

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-16-002, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.150.220](#)(4). [98-08-039](#), § 180-16-002, filed 3/24/98, effective 4/24/98. Statutory Authority: RCW [28A.150.220](#)(4) and [28A.410.010](#). 98-01-031, § 180-16-002, filed 12/8/97, effective 1/8/98. Statutory Authority: 1990 c 33. 90-17-009, § 180-16-002, filed 8/6/90, effective 9/6/90. Statutory Authority: RCW [28A.58.754](#)(6). 84-11-043 (Order 2-84), § 180-16-002, filed 5/17/84.]

WAC 180-16-195 Annual reporting and review process. (1) **Annual school district reports.** A review of each school district's kindergarten through twelfth grade program shall be conducted annually for the purpose of determining compliance or noncompliance with basic education program approval requirements. On or before the first Monday in November of each school year, each school district superintendent shall complete and return the program assurance form (OSPI Form 1497) distributed by the state board of education. The form shall be designed to elicit data necessary to a determination of a school district's compliance or noncompliance with basic education program approval requirements. Data reported by a school district shall accurately represent the actual status of the school district's program as of the first school day in October and as thus far provided and scheduled for the entire current school year. The form shall be signed by:

- (a) The school board president or chairperson, and
- (b) The superintendent of the school district.

(2) **State board staff review.**

(a) State board of education staff shall review each school district's program assurance form, conduct on-site monitoring visits of randomly selected school districts, as needed and subject to funding support, and prepare recommendations and reports for presentation to the state board of education: Provided, That, if a school district's initial program assurance form does not establish compliance with the basic education program approval requirements, the district shall be provided the opportunity to explain the deficiency or deficiencies. School districts which foresee that they will not be able to comply with the program approval requirements, or that are deemed by the state board to be in noncompliance, may petition for a waiver on the basis of substantial lack of classroom space as set forth in WAC [180-16-225](#) and instructional hours offering requirements under WAC [180-18-030](#).

(b) School districts may use the personnel and services of the educational service district to assist the district and schools in the district that are out of compliance with basic education program approval requirements.

(3) Annual certification of compliance or noncompliance -- Withholding of funds for noncompliance.

(a) At the annual spring meeting of the state board of education, or at such other meeting as the board shall designate, the board shall certify by motion each school district as being in compliance or noncompliance with the basic education program approval requirements.

(b) A certification of compliance shall be effective for the then current school year subject to any subsequent ad hoc review and determination of noncompliance as may be deemed necessary by the state board of education or advisable by the superintendent of public instruction. In addition, a certification of compliance shall be effective tentatively for the succeeding school year until such time as the state board takes its annual action certifying compliance or noncompliance with the program approval requirements.

(c) A certification of noncompliance shall be effective until program compliance is assured by the school district to the satisfaction of state board of education staff, subject to review by the state board. Basic education allocation funds shall be deducted from the basic education allocation of a school district that has been certified as being in noncompliance unless such district has received a waiver from the state board for such noncompliance, pursuant to WAC [180-16-225](#) or [180-18-030](#), or assurance of program compliance is subsequently provided for the school year previously certified as in noncompliance and is accepted by the state board.

(d) The withholding of basic education allocation funding from a school district shall not occur for a noncompliance if the school district has remediated the noncompliance situation within sixty school business days from the time the district receives notice of the noncompliance from the state board of education. The state board of education may extend the sixty days timeline only if the district demonstrates by clear and convincing evidence that sixty days is not reasonable to make the necessary corrections. For the purposes of this section, a school business day shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

(e) The superintendent of public instruction, or his/her designee, after notification by the state board of education to a school district regarding an existing noncompliance, shall enter into a compliance agreement with the school district that shall include, but not be limited to, the following criteria:

(i) A deadline for school district remediation of the noncompliance(s), not to exceed sixty school business days per noncompliance as specified in (d) of this subsection.

(ii) A listing of all the noncompliance areas and the necessary terms that must be satisfied in each area in order for the school district to gain compliance status. This listing also shall specify additional deadlines for the accomplishment of the stated terms if different from the final deadline as specified in subsection (1) of this section.

(iii) A closing statement specifying that a school district's failure to remediate a noncompliance by the determined deadline shall result in the immediate withholding of the district's basic education allocation funding by the superintendent of public instruction.

(iv) The date and the signatures of the superintendent of the school district, the chair of the district's board of directors, and the superintendent of public instruction, or his/her designee, to the agreement. A copy of the completed compliance agreement shall be sent to the chairperson of the school district's board of directors and the school district superintendent.

(f) In the event a school district fails to sign the compliance agreement within five school business days from the date of issuance or does not satisfy the terms of the signed compliance agreement within the designated amount of time, the superintendent of public instruction shall withhold state funds for the basic education allocation until program compliance is assured based on the following procedure:

(i) For the first month that a noncompliance exists following the conditions as specified in (f) of this subsection, the superintendent of public instruction shall withhold twenty-five percent of the state funds for the basic education allocation to a school district.

(ii) For the second month that a noncompliance exists following the conditions as specified in (f) of this subsection, the superintendent of public instruction shall withhold fifty percent of the state funds for the basic education allocation to a school district.

(iii) For the third month that a noncompliance exists following the conditions as specified in (f) of this subsection, the superintendent of public instruction shall withhold seventy-five percent of the state funds for the basic education allocation to a school district.

(iv) For the fourth month, and every month thereafter, that a noncompliance exists following the conditions as specified in (f) of this subsection, the superintendent of public instruction shall withhold one hundred percent of the state funds for the basic education allocation to a school district until compliance is assured.

(g) Any school district may appeal to the state board of education the decision of noncompliance by the state board of education. Such appeal shall be limited to the interpretation and application of these rules by the state board of education. Such appeal shall not stay the withholding of any state funds pursuant to this section. The state board of education may not waive any of the basic education entitlement requirements as set forth in this chapter, except as provided in WAC [180-16-225](#) or [180-18-030](#).

(4) The provisions of subsection (3)(f) of this section shall not apply if the noncompliance is related to the district's fiscal condition and results in the implementation of a financial plan under RCW [28A.505.140](#)(3).

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-16-195, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.150.250](#), [28A.150.260](#) and [28A.15.220](#) [[28A.150.220](#)]. [99-10-091](#), § 180-16-195, filed 5/4/99, effective 6/4/99. Statutory Authority: RCW [28A.58.754](#)(6). 84-11-043 (Order 2-84), § 180-16-195, filed 5/17/84. Statutory Authority: RCW [28A.04.120](#). 83-13-002 (Order 3-83), § 180-16-195, filed 6/2/83. Statutory Authority: RCW [28A.01.010](#), [28A.04.120](#), [28A.41.130](#), [28A.41.140](#), [28A.58.754](#), [28A.58.758](#), and 1979 ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-195, filed 9/12/79. Statutory Authority: RCW [28A.41.130](#) and [28A.58.754](#). 78-06-097 (Order 3-78), § 180-16-195, filed 6/5/78.]

WAC 180-16-220 Supplemental basic education program approval requirements. The following requirements are hereby established by the state board of education as related supplemental condition to a school district's entitlement to state basic education allocation funds, as authorized by RCW [28A.150.220](#)(4).

(1) **Current and valid certificates.** Every school district employee required by WAC [180-79A-140](#) to possess an education permit, certificate, or credential issued by the superintendent of public instruction for his/her position of employment, shall have a current and valid permit, certificate or credential. In addition, classroom teachers, principals, vice principals, and educational staff associates shall be required to possess endorsements as required by WAC [180-82-105](#), [180-82-120](#), and [180-82-125](#), respectively.

(2) **Annual school building approval.**

(a) Each school in the district shall be approved annually by the school district board of directors under an approval process determined by the district board of directors.

(b) At a minimum the annual approval shall require each school to have in place, and reviewed annually for implementation progress and possible changes, a school improvement plan or process that is data driven and promotes a positive impact on student learning. For the purpose of this section "positive impact on student learning" shall mean:

(i) Supporting the goal of basic education under RCW [28A.150.210](#), "... to provide students with the opportunity to become responsible citizens, to contribute to their own economic well-being and to that of their families and communities, and to enjoy productive and satisfying lives.. .";

(ii) Promoting continuous improvement of student achievement of the state learning goals and essential academic learning requirements; and

(iii) Recognizing nonacademic student learning and growth related, but not limited to: Public speaking, leadership, interpersonal relationship skills, teamwork, self-confidence, and resiliency.

(c) The school improvement plan or process shall be based on a self-review of the school's program for the purpose of annual building approval by the district. The self-review shall include active participation and input by building staff, students, parents, and community members.

(d) The school improvement plan or process shall address, but is not limited to:

(i) The characteristics of successful schools as identified by the superintendent of public instruction and the educational service districts, including safe and supportive learning environments;

(ii) Educational equity factors such as, but not limited to: Gender, race, ethnicity, culture, language, and physical/mental ability, as these factors relate to having a positive impact on student learning. The state board of education strongly encourages that equity be viewed as giving each student what they need and when and how they need it to reach their achievement potential;

(iii) The use of technology to facilitate instruction and a positive impact on student learning; and

(iv) Parent and community involvement, as these factors relate to having a positive impact on student learning.

(3) Nothing in this section shall prohibit a school improvement plan or process from focusing on one or more characteristics of effective schools during the ensuing three school years.

(4) School involvement with school improvement assistance under the state accountability system or involvement with school improvement assistance through the federal Elementary and Secondary Education Act shall constitute a sufficient school improvement plan or process for the purposes of this section.

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-16-220, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.150.250](#), [28A.150.260](#) and [28A.15.220](#) [[28A.150.220](#)]. [99-10-091](#), § 180-16-220, filed 5/4/99, effective 6/4/99. Statutory Authority: RCW [28A.58.754](#)(6), [28A.58.085](#) and [28A.58.090](#). 90-01-137, § 180-16-220, filed 12/20/89, effective 1/20/90. Statutory Authority: RCW [28A.58.090](#). 86-20-056 (Order 14-86), § 180-16-220, filed 9/29/86. Statutory Authority: RCW [28A.58.754](#)(6). 86-13-015 (Order 5-86), § 180-16-220, filed 6/10/86; 84-11-043 (Order 2-84), § 180-16-220, filed 5/17/84. Statutory Authority: [28A.04.120](#)(4). 81-08-026 (Order 1-81), § 180-16-220, filed 3/26/81. Statutory Authority: RCW [28A.04.120](#). 80-06-093 (Order 7-80), § 180-16-220, filed 5/29/80. Statutory Authority: RCW [28A.01.010](#), [28A.04.120](#), [28A.41.130](#), [28A.41.140](#), [28A.58.754](#), [28A.58.758](#), and 1979 ex.s. c 250. 79-10-033 (Order 10-79), § 180-16-220, filed 9/12/79. Statutory Authority: RCW [28A.41.130](#) and [28A.58.754](#). 78-06-097 (Order 3-78), § 180-16-220, filed 6/5/78.]

WAC 180-16-227 Implementation timeline for WAC [180-16-220](#)(2). The provisions of WAC [180-16-220](#)(2) shall take effect beginning the 2003-04 school year. If a school district already requires its schools to have a school improvement plan or process, but such plan or process does not include some or all of the required elements listed in WAC [180-16-220](#) (2)(c) and (d) as of the beginning of the 2003-04 school year, the district may request from the state board of education an extension of the timeline to the beginning of the 2004-05 school year.

WAC 180-18-010 Purpose and authority. (1) The purpose of this chapter is to support local educational improvement efforts by establishing policies and procedures by which schools and school districts may request waivers from basic education program approval requirements.

(2) The authority for this chapter is RCW [28A.305.140](#) and [28A.655.180](#)(1).

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-18-010, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.305.140](#) and [28A.630.945](#). 98-05-001, § 180-18-010, filed 2/4/98, effective 3/7/98. Statutory Authority: Chapter [28A.630](#) RCW and 1995 c 208. 95-20-054, § 180-18-010, filed 10/2/95, effective 11/2/95.]

WAC 180-55-005 Purposes and authority. (1) **Purposes.** The provision of school accreditation procedures by the state board of education is designed to serve the following purposes:

(a) Support the state board's long-term vision of a performance-based education system under WAC [180-51-001](#) by aligning school accreditation requirements to continuous improvement of student learning, achievement, and growth;

(b) Promote educational excellence and equity for every student through enhancement of the quality and effectiveness of the school's educational program in safe and supportive learning environments;

(c) Promote staff growth and commitment to the learning of every student;

(d) Build stronger links with the community by reaching consensus about educational expectations through community involvement;

- (e) Provide a statement of accountability to the public;
 - (f) Assure that school districts, under the district policy on recognizing earned credits under WAC [180-51-050](#), shall accept credits earned from schools or programs, accredited by the state board of education, the Northwest Association of Schools, Colleges and Universities, or other accrediting body as may be recognized by the state board of education pursuant to WAC [180-55-150](#); and
 - (g) Facilitate the sharing of effective schools practices and positive impacts on student learning through an external appraisal process.
- (2) **Authority.** The authority for this chapter is RCW [28A.305.130](#)(6).

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-55-005, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.305.130](#)(6). 91-04-015, § 180-55-005, filed 1/28/91, effective 2/28/91. Statutory Authority: 1990 c 33. 90-17-009, § 180-55-005, filed 8/6/90, effective 9/6/90. Statutory Authority: RCW [28A.04.120](#)(4). 81-08-027 (Order 2-85), § 180-55-005, filed 3/26/81.]

WAC 180-55-015 Definitions. (1) An "accredited school" is a public or state board of education approved private school that meets statutory requirements and rules established by the state board of education, and one that has satisfactorily completed the accreditation procedures described by the state board of education pursuant to RCW [28A.305.130](#)(6) and WAC [180-55-005](#) through [180-55-032](#).

(2) "Approved private school" shall mean a school approved by the state board of education pursuant to chapter [28A.195](#) RCW and chapter [180-90](#) WAC.

(3) "Accredited" status shall be assigned to public or state board of education approved private schools that:

(a) Complete and meet fully state board of education requirements for accreditation as described in WAC [180-55-020](#), or;

(b) Participate and qualify in accordance with standards and procedures established by the Northwest Association of Schools Colleges and Universities (NASCU) (see WAC [180-55-032](#)).

(4) "School improvement plan or process" shall mean the same as described under WAC [180-16-220](#)(2).

(5) "Self-review" shall mean the same as described under WAC [180-16-220](#)(2).

(6) "Appraisal" shall mean an objective, external appraisal of a school's self-review activities and school improvement plan or process pursuant to WAC [180-55-020](#)(5).

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-55-015, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.305.130](#)(6). 91-04-015, § 180-55-015, filed 1/28/91, effective 2/28/91. Statutory Authority: 1990 c 33. 90-17-009, § 180-55-015, filed 8/6/90, effective 9/6/90. Statutory Authority: RCW [28A.04.120](#)(4). 84-11-050 (Order 8-84), § 180-55-015, filed 5/17/84; 81-08-027 (Order 2-85), § 180-55-015, filed 3/26/81.]

WAC 180-55-020 Compliance with requirements for entitlement to basic education allocation funds is prerequisite to application for accreditation by public schools -- Compliance with requirements for approved private school status is prerequisite to application for accreditation by private schools -- Types of accreditation -- Conditions -- Effective periods -- Administration of accreditation procedures. (1)(a) Certification by the state board of education of compliance by a school district with basic education program approval requirements under WAC [180-16-220](#), or receipt of a waiver from WAC [180-16-225](#) or [180-18-030](#), shall be prerequisite to a public school's application to the state board of education for accreditation under WAC [180-55-015](#) (3)(b).

(b) Certification by the state board of education of compliance with private school approval requirements under chapter [28A.190](#) RCW and chapter [180-90](#) WAC shall be prerequisite to a private school's application to the state board of education for accreditation under WAC [180-55-015](#) (3)(b).

(2) Standard accreditation - six years, shall be granted to a school after a satisfactory external appraisal of the school's self-review activities and improvement plan or process and approval by the state board of education of the appraisal findings and recommendations by the superintendent of public instruction under WAC [180-55-030](#).

(3) Conditional accreditation - one year, for a school where the external appraisal identifies omissions, inaccuracies or weaknesses in the building's self-review activities or school improvement plan or process.

(4) Application. Application for school accreditation shall be made to the state board of education. Such application shall be submitted jointly by the appropriate officials of the school and school district, or school and governing board in the case of private schools, in accordance with procedures and timelines established by the state board of education.

(5)(a) External appraisal. The state superintendent of public instruction shall direct an external appraisal program for school accreditation purposes. The state superintendent may place yearly limits on the number of schools that may participate in the external appraisal program. The external appraisal shall be conducted by persons external to the school and district.

(b) The external appraisal shall focus on the provisions of WAC [180-16-220](#) (2)(c) and (d), and 180-55-005(1). The appraisal shall give weight to the district's school approval process and focus on, but not be restricted to, an appraisal of the progress and impact of the school improvement plan or process.

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-55-020, filed 8/28/02, effective 9/28/02. Statutory Authority: RCW [28A.305.130](#)(6). 91-01-068, § 180-55-020, filed 12/14/90, effective 1/14/91. Statutory Authority: RCW [28A.04.120](#)(4). 84-11-050 (Order 8-84), § 180-55-020, filed 5/17/84; 81-08-027 (Order 2-85), § 180-55-020, filed 3/26/81.]

WAC 180-55-034 Temporary extension of accreditation status. (1) The state board of education may, in its discretion, grant to a school an extension of its accreditation status for a period not to exceed two school years under the following conditions:

(a) Staffing and resources directly or indirectly available to the state board for administration of the accreditation program are insufficient to timely process applications for accreditation under regular procedures;

(b)(i) The school has current accredited status through the state board accreditation process; or

(ii) The school has current accredited status through the Northwest Association of Schools, Colleges and Universities (NASCU) accreditation process and desires to switch to the state board process upon termination of the validity period of its NASCU accreditation; or

(iii) The school began the process for first-time accreditation or renewal accreditation, using the state board of education accreditation option, before January 1, 2001.

(2) In order to be considered for a temporary extension of accredited status, a school must submit to the state board a written request for an extension, signed by the building principal.

(3) This section shall expire June 30, 2003, unless program staffing and funding support issues are not resolved.

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-55-034, filed 8/28/02, effective 9/28/02.]

WAC 180-55-150 Standards and criteria study and report. (1) The accreditation committee of the state board of education shall study and recommend for adoption to the state board formal standards and criteria for recognizing organizations that offer accreditation services and designations.

(2) The committee shall submit its study findings and recommendations to the state board not later than the board's fall 2002 meeting.

(3) This section shall expire not later than January 31, 2003.

[Statutory Authority: RCW [28A.150.220](#)(4), [28A.305.140](#), [28A.305.130](#) (6). 02-18-056, § 180-55-150, filed 8/28/02, effective 9/28/02.]

Repealed Sections of Washington Administrative Code

WAC 180-16-006	Purpose
WAC 180-18-020	Purpose
WAC 180-53-005	Authority
WAC 180-53-010	Purpose
WAC 180-53-020	Self-study schedule
WAC 180-53-025	Self-study criteria
WAC 180-53-030	Elementary school—Joint self-study process
WAC 180-53-035	Initial self-study cycle
WAC 180-53-040	Self-study cycles
WAC 180-53-045	Initial self-study cycle plan—Report to superintendent of public instruction
WAC 180-53-050	Subsequent self-study cycle plan—Report to superintendent of public instruction
WAC 180-53-055	Biennial report—To superintendent of public instruction
WAC 180-53-060	Waiver for economic reasons
WAC 180-53-070	Waiver option, application and renewal procedures
WAC 180-55-010	Intent and purposes
WAC 180-55-025	Types of accreditation—Conditions—Effective periods
WAC 180-55-030	Administration of accreditation procedures
WAC 180-55-035	Validation of accreditation activities
WAC 180-55-050	Self-study—Common guidelines
WAC 180-55-070	Standards—General conditions
WAC 180-55-075	Standards—Elementary and secondary—Professional preparation of staff
WAC 180-55-080	Standards—Elementary and secondary—Guidance services
WAC 180-55-085	Standards—Elementary and secondary—School health services
WAC 180-55-090	Standards—Elementary and secondary—Textbook and supplementary reference materials
WAC 180-55-095	Standards—Elementary and secondary—Equipment and materials
WAC 180-55-100	Standards—Elementary and secondary—Facilities
WAC 180-55-105	Standards—Elementary—Program offerings
WAC 180-55-110	Standards—Elementary—Number and time assignment of personnel
WAC 180-55-115	Standards—Elementary—Instructional and learning resources
WAC 180-55-120	Standards—Secondary—Unit of credit
WAC 180-55-125	Standards—Secondary—Minimum program offerings
WAC 180-55-130	Standards—Secondary—Number and time assignment of personnel
WAC 180-55-135	Standards—Secondary—instructional and learning resources

